

Summary of Request for Proposal Changes 8 November 2004

Section A

Section A has been changed as follows:

Standard Form 33

Block 9 – The proposal due date has been changed to 10 December 2004

Block 11– The Table of contents has been updated.

Section B

Section B has been changed as follows:

B.2. CONTRACT MINIMUM AND MAXIMUM

The maximum for all six sites has been changed to from \$825,750 to \$2,000,000 and
The Periods of performance have been changed to reflect the current performance periods
as follows:

	Maximum	Minimum
Base Period: 3 November 2005 to 2 November 2006	\$2,000,000	\$12,000
Option Period 1: 3 November 2006 to 2 November 2007	\$2,000,000	\$12,000
Option Period 2: 3 November 2007 to 2 November 2008	\$2,000,000	\$12,000
Option Period 3: 3 November 2008 to 2 November 2009	\$2,000,000	\$12,000
Option Period 4: 3 November 2009 to 2 November 2010	\$2,000,000	\$12,000

Note: Maximum and Minimums are inclusive of all six locations.

Note: The above dates are provided for proposal purposes. Final Fee for Service/Letter of Obligation/Contract dates may change depending on the final award date. The Service Provider will have an opportunity to alter their propose price to reflect any changes in the delivery schedule.

B.3. PRICE SCHEDULE

The phase-in base, Base periods and option period schedules have been changed to reflect the current performance periods as follows:

► The sentence of B.3 is changed as follows:

From: Phase-In Period - 60 days from date of award

To: Phase-In Period - 146 days from date of award

► Delivery schedules for the following CLINs are changed as follows:

9001 Phase-In Period From 10 June 2005 to 2 November 2006

Base Period – From end of Phase-In Period through 6 November 2006

Option Period 1 – 3 November 2006 through 2 November 2007

Option Period 2– 3 November 2007 through 2 November 2008

Option Period 3 – 3 November 2008 through 2 November 2009

Option Period 4 – 3 November 2009 through 2 November 2010

► The labor categories and material loading rate factor CLINs for the IDIQ effort have been deleted (CLINs 0002, 0002A, , 0002B , 0002C , 0002D , 0002E , 0002F, 0003, 1002, 1002A, 1002B, 1002C, 1002D, 1002E, 1002F, 1003, 2002, 2002A, 2002B, 2002C, 2002D, 2002E, 2002F, 2003, 3002, 3002A, 3002B, 3002C, 3002D, 3002E, 3002F, 3003, 4002, 4002A, 4002B, 4002C, 4002D, 4002E, 4002F, and 4003)

► The following CLINs are added:

1002 Additional Services – Issued on an IDIQ basis as a FFP Delivery Order:

Administration Costs Associated with the Placement, Evaluation and Administration for all the task orders issued under the authority of Performance Work Statement paragraph 4.3.

1002A – Total Proposed Costs for all Sites

\$ _____ TBP

1002 Additional Services – Issued on an IDIQ basis as a FFP Delivery Order:

Administration Costs Associated with the Placement, Evaluation and Administration for all the task orders issued under the authority of Performance Work Statement paragraph 4.3.

1002A – Total Proposed Costs for all Sites

\$ _____ TBP

3002 Additional Services – Issued on an IDIQ basis as a FFP Delivery Order:

Administration Costs Associated with the Placement, Evaluation and Administration for all the task orders issued under the authority of Performance Work Statement paragraph 4.3.

3002A – Total Proposed Costs for all Sites

\$ _____ TBP

4002 Additional Services – Issued on an IDIQ basis as a FFP Delivery Order: Administration Costs Associated with the Placement, Evaluation and Administration for all the task orders issued under the authority of Performance Work Statement paragraph 4.3.
4002A – Total Proposed Costs for all Sites

\$ TBP

Section C

Table of Contents

► The table of contents has been modified to include the critical equipment lists in the technical exhibits as follows:

TE-2-2 CA	Critical Equipment	TE-2-2 CA – Critical Equipment.doc
TE-2-2 HQ	Critical Equipment	TE-2-2 HQ – Critical Equipment.xls
TE-2-2 KY	Critical Equipment	TE-2-2 KY – Critical Equipment.xls
TE-2-2 PA	Critical Equipment	TE-2-2 PA – Critical Equipment.xls
TE-2-2 TX	Critical Equipment	TE-2-2 TX – Critical Equipment.xls
TE-2-2 UT	Critical Equipment	TE-2-2 UT – Critical Equipment.xls

Performance Work Statement Paragraph 3.11.1

► Performance Work Statement Paragraph 3.11.1 has been changed to read as follows:

The Service Provider shall submit a phase-in plan with their proposal that is in sufficient detail to identify all phase-in actions, documentation, and staffing proposed to prepare the workforce to assume full operations on the first full operational performance day. During the 146 calendar day period prior to the start of full operational performance, the following Service Provider's personnel, as identified in the proposal, shall be on-site at each building location to observe all operations pertinent to the contract requirements for the minimum time shown below to include office functions, procedures, repair and maintenance operations, and any other operations as deemed necessary by the Service Provider, that will enable Service Provider personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility. The following positions shall be filled and the individuals shall be on-site prior to the contract start date as follows:

<u>Person Performing the Function Of:</u>	<u>Calendar Days Prior to the Full Operational Start Date:</u>
Project Manager	60 days
Supervisors (foreman level)	30 days

CMMS Administrator	30 days
Electrician	30 days
HVAC Mechanic	30 days
Maintenance Mechanic	14 days

During the Phase-In period, the Service Provider shall become familiar with the Government furnished CMMS. The Service Provider shall train their personnel on the CMMS and perform any set up of the system hardware, data entry, or software/programming for a completely functional system capable of meeting preventive maintenance, service calls and all other related contract requirements before the full operational contract start date. This system shall be inspected during the initial on-site joint existing deficiency inspection and all deficiencies shall be jointly identified. Repairs and corrective actions shall be handled in accordance with the procedures outlined below and for all other repairs identified as part of the existing deficiency report. All deficiencies on this system that are identified shall be completed in an urgent manner within 30 days prior to full operational start date.

[Performance Work Statement Paragraph 4.1.1](#)

- Performance Work Statement Paragraph 4.1.1 has the following sentence deleted:

The negotiated price will be based on rates in section B

Section F

[F.4 PERIOD OF PERFORMANCE](#)

The performance periods have been adjusted to reflect the current performance periods as follows:

- A. Phase-in period is from 10 June 2005 to 2 November 2005.
- B. Full Performance period (Base Period) is from TBD with four (4) option periods of 12-month each. The performance period will be as follows:

Base Period:	3 November 2005 to 2 November 2006
Option Period 1:	3 November 2006 to 2 November 2007 (one year)
Option Period 2:	3 November 2007 to 2 November 2008 (one year)
Option Period 3:	3 November 2008 to 2 November 2009 (one year)
Option Period 4:	3 November 2009 to 2 November 2010 (one year)

C. In accordance with FAR 52.217-9, a 6-month extension may be exercised. If all options are exercised to the maximum extent, the contract period would end May 2, 2011.

Note: The above dates are provided for proposal purposes. Final Fee for Service/Letter of Obligation/Contract dates may change depending on the final award date. The Service Provider will have an opportunity to alter their propose price to reflect any changes in the delivery schedule.

Section H

The following special provision has been added to Section H:

► H.15 AUTHORIZED IDIQ CHARGES

All costs associated with the placement, evaluation and administration for all task orders issued under the authority of Performance Work Statement paragraph 4.3 and Section I Clause I.3 – “52.216-18 ORDERING (Oct 1995)” are to be included in the Firm Fixed Price effort. For issued Task Orders, no pass through costs and profit will be allowed. The task orders will be agreed upon costs for subcontracting costs, direct material costs and/or direct labor costs by the contractor only with no loading factors.

Section I

Section I is changed as follows:

I.1 52.252-2 Clauses Incorporated by Reference

► The following two clauses by reference are deleted:

52.219-23	NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS	(MAY 2001)
52.219-25	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM--DISADVANTAGED STATUS AND REPORTING	(OCT 1999)

► The following note and clause by reference has been added:

Note: The following clause applies only to HUBZone firms submitting a proposal as a prime contractor under the acquisition and claiming the Price Evaluation Preference.

52.219-14	LIMITATIONS ON SUBCONTRACTING	(DEC 1996)
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[I.3 FAR Clause 52.216-18 ORDERING \(OCT 1995\)](#)

► The last two sentences in I.3 FAR Clause 52.216-18 ORDERING (OCT 1995) are changed as follows:

From:

Such orders may be issued from 10 August 2005 or at time of award, whichever is later through 9 August 2006. If options are exercised, through the end of each option period exercised up through February 9, 2011.

To:

Such orders may be issued from 3 November 2005 or at time of award, whichever is later through 2 November 2006. If options are exercised, through the end of each option period exercised up through May 2, 2011.

► The date contained in I.5 52.216-22 INDEFINITE QUANTITY (OCT 1995) is changed from February 28,2011 to May 2, 2011

Section J

Section J is changed as follows:

[J.1. List of Attachments](#)

► The wage determinations have been updated for each site.

► Technical Exhibits for critical equipment have been added as follows:

TE-2-2 CA	Critical Equipment	TE-2-2 CA – Critical Equipment.doc
TE-2-2 HQ	Critical Equipment	TE-2-2 HQ – Critical Equipment.xls
TE-2-2 KY	Critical Equipment	TE-2-2 KY – Critical Equipment.xls
TE-2-2 PA	Critical Equipment	TE-2-2 PA – Critical Equipment.xls
TE-2-2 TX	Critical Equipment	TE-2-2 TX – Critical Equipment.xls
TE-2-2 UT	Critical Equipment	TE-2-2 UT – Critical Equipment.xls

[Attachment #9 Subcontracting Plan Outline](#)

► Attachment #9 Subcontracting Plan Outline is changed as follows:

- (1) Page A9-1, 1st paragraph, 10th line down, Fiscal Year 2003 is changed to Fiscal Year 2004.

(2) Page A9-5, Number 3. Plan Administrator, Paragraph L., Public Law 95-907 is changed to Public Law 95-507.

(3) Page A-9-7, Number 6. Reporting and Cooperation, the address is changed to:

Department of the Treasury
Attn: Director, Office of Small
Business Development
1500 Pennsylvania Avenue, N.W.
Mail Code 655 15th/6099
Washington, DC 20220

Section K

Section K is changed as follows:

Representations, Certifications, and Other Statements of Offerors

► Clause K.7, 52.219-22 Small Disadvantaged Business Status (OCT 1999) is deleted

► The following clause is added:

K.11 LIMITATIONS ON SUBCONTRACTING

This provision should only be completed by HUBZone firms proposing as a Prime under this acquisition and is claiming the Price Evaluation Preference.

In support of the performance requirements stated in FAR clause 52.219-14, Limitations on Subcontracting, the following information shall be provided in the space below. If not enough room has been provided below, please submit an attachment to Section K detailing the information required.

At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of (Insert Name of Offeror's Company or Firm)

.

Employees of (Insert Name of Offeror's Company or Firm)

will provide the following services in fulfilling the contract requirements. List the services and estimated cost of performance incurred for personnel, and provide brief narrative description.

For supplies (other than procurement from a regular dealer in such supplies) add:

The (Insert Name of Offeror's Company or Firm)

shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

Employees of (Insert Name of Offeror's Company or Firm)

will perform the following work in fulfilling the manufacturing requirements. List the items and estimated cost of manufacturing, not including materials, and provide brief narrative description.

(End of provision)

Section L

Section L is changed as follows:

L.1 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

► The following clause by reference is deleted from L.1 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998):

52.219-24 SMALL DISADVANTAGED BUSINESS PARTICIPATION (OCT 2000)
PROGRAM--TARGETS

Section L.11. PROPOSAL PREPARATION INSTRUCTIONS

Paragraph C.

► The following is deleted:

- (16) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
- (17) List of all proposed Subcontracts/Subcontractors as applicable (Paragraph 3.5)
Employee Certificates of Training, Licenses, Permits, and Bonding where required (Paragraphs 3.5)
- (18) Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)

Section L.11.2. PROPOSAL SUBMISSION REQUIREMENTS,

Paragraph B.

► The heading above the table has the following phrase added:

in both hard and soft copy. Soft copy shall be provided in CD format (R/W)

Section L.11.3 Proposal Contents

Section L.11.3.2 Technical Proposal – Volume II

~~Part 2 – Past Performance: Past Performance, General, C.~~

► The Past Performance Recency and Relevancy is replaced with the following:

Past Performance Recency and Relevancy:

(1) For the purpose of satisfying this requirement, scope and magnitude of work shall be essentially comparable to this acquisition. Provide a list of all active or completed contracts during the last five (5) years from the date of solicitation issuance. This list shall only include the offeror's contracts as a prime performing all facilities operations, maintenance, and repair services of building systems and equipment in buildings with greater than:

- as a minimum, 10,000 square feet of mini and or mainframe computer room/ADP space in a single location in one building ; and
- as a minimum, 400,000 to 600,000 square feet of office space in one building or campus with building populations of more than 1,000 personnel; and
- As a minimum, the following type and sizes of complex building systems:
 - Chiller plant with greater tan 1200 tons of capacity, central UPS systems greater than 200 KW, centralized building energy management and BAS systems, centralized emergency generators greater than 300 KW
 - A Minimum of 2 locations with contracts requiring on-site 24/7 X 365 Operations and Maintenance
 - As a minimum, one historical building with a minimum of 200,000 square feet.

- (2) Relevant experience shall encompass prime contractor operations, maintenance, and repair services for facilities with complex equipment as mentioned above. Indicate whether the building was occupied and operational on primarily a Monday – Friday day shift or whether the building was multi-shift occupancy, and building operations performed on 24/7- 365 schedule.

Required Contract Performance Information. For those completed and/or current contracts that meet the recency and relevancy experience criteria above:

- Identify the Government entity or commercial firm for which the work is performed.
- Identify the contract number, project name, Contract Officer administering the contract or Primary Point of Contact (POC), address, and telephone number.
- Indicate letters were sent authorizing the IRS to obtain past and present performance information as well as the performance questionnaires.
- Describe the offeror's contractual effort and performance.
- Include a brief description of the scope of the contract including:
 - Overall size of each building and campus total in square feet
 - Population of facility
 - Hours of facility operations
 - ADP square footage at each building and campus location
 - Hours of maintenance & repair staffing provided daily
 - Number of days per week of maintenance & repair staffing provided
 - Identify the make, model, size, capacity, number of units, and age of building equipment maintained including as a minimum the following:
 - Uninterrupted Power Supplies
 - Central chiller plants
 - Emergency generators
 - Heating systems boilers
 - Energy Management and BAS systems
 - Computer room HVAC and electrical systems
- State why the contract is considered relevant.
- Identify any cost savings or efficiencies achieved.
- Identify any problems, causes, and how they were resolved.
- Indicate any performance incentives and award fees earned versus total award fee pool.
- Identify any deductions (the dollar amount and the reason for the deduction) that were associated with each contract listed.
- Describe any relationship and past experience working with proposed subcontractors who will provide similar services on this contract.

- State how the past experience may benefit this procurement.

Part 3 - Mission Capability

- ▶ The second paragraph is deleted and replaced with the following:

The offeror shall include a separate compliance matrix indicating all alternate performance standards and/or deliverables offered in their proposal. If an alternate performance standard or deliverable is more stringent than the requirement of the solicitation, the offeror's alternate standard or deliverable may be accepted and incorporated into the resultant contract. This will be a unilateral decision by the Government contracting officer.

Section 1, Factor 1- Technical Approach, Sub-Factor 1. Building Operations,

- ▶ The first bullet under paragraph (a) Buildings Operations Plan is deleted and replaced with the following two bullets:

- Use of Energy Management practices
- Equipment start up and shut down schedules and procedures

- ▶ The last bullet of paragraph (a) Buildings Operations Plan is changed as follows:

- Describe the content and how the daily condition report will be reported

- ▶ The following phase is added to the first sentence of paragraph (b) Building Systems Water Treatment Program:

for each type of water system to be treated

- ▶ The following paragraph has been added:

(d) As built. Demonstrate the offeror ability to provide as built drawings in accordance with PWS section 3.19

Section 1, Factor 1- Technical Approach, Sub-Factor 2 - Service Calls

- ▶ The following bullet is added at the beginning of the Sub-factor 2. Service Calls paragraph:

- Discuss how all requirements of Section 3.3 of the PWS will be implemented

- ▶ The final bullet of the Sub-factor 2. Service Calls paragraph is amended as follows:

- Who, how, and what timeframes and procedures will be used to document all service call performance requirements in the CMMS.

~~Section 1, Factor 1- Technical Approach, Sub-Factor 3 - Preventive Maintenance (PM) and Certification.~~

► The paragraph describing the proposal requirements at Sub-Factor 3 - Preventive Maintenance (PM) and Certification is deleted and replaced with the following:

Offerors shall clearly describe their approach for meeting the requirements of SOW Section 3.4 specifically addressing the following as a minimum:

- Discuss how all requirements of Section 3.4 of the PWS will be implemented
- How the PM schedule will be updated and generated;
- How PM task orders will be assigned;
- What PM standards and procedures will be used for each system and/or type and size of equipment covered by this contract
- What equipment will the contractor need to develop a PM Guide card
- What PM standard will be used for Service Provider generated PM guide cards
- How PM will be closed-out and equipment records will be updated in CMMS;
- How COTR will be notified when it is necessary to defer PM;
- How deferred PM will be re-scheduled and documented when deferred and completed;
- How equipment history database will be established and maintained;
- Approach for “Certification and Testing” requirement (See SOW Paragraph 3.4.6) including names of individuals or firms that will perform the certification and testing and the certification and testing schedule;
- How PM Program will be integrated into the QC Program
- How equipment will be tagged with updated equipment ID numbers.
- List of critical spare parts for equipment PM and repairs activities that will be maintained on-site

~~Section 1, Factor 1- Technical Approach, Sub-Factor 4 - Additional Services.~~

► The following phrase has been added to the being of the first paragraph:

(a) In accordance with the requirements contained in PWS section 4,

► The following has been added after the opening paragraph:

- Discuss how all requirements in Section 4 of the PWS will be implemented
- Procedures, staffing, and response times to be used in preparing cost estimates for labor, subcontracted work, material, and equipment for additional services task orders;
- Procedures for scheduling additional services task orders;
- Identify the source of staffing for additional services task orders;
- Procedures for managing and assuring quality work performed on additional services task orders;

- Process of how repair requirements identified by the Offeror during the QC process will be handled;
- Procedures to be used in preparing cost estimates for labor, material and equipment and performing additional services service calls with a cost greater than \$2,500;
- Describe the materials and equipment required to support service call work and how they will be obtained;
- Describe how technical assistance will be provided; and
- Describe how Offeror will open, close, document, and maintain database records for fall additional services IDIQ tasks.
- Indicate how IDIQ work performed by Offeror personnel will be accomplished (by normal staffing, overtime, over hires, etc.);
- If the IDIQ work is to be performed by subcontract, indicate how subcontractors will be obtained, scheduled, and managed to meet the required delivery dates of the IDIQ task orders (and also what IDIQ type contracts or other means the Offeror may have in place to meet the contract requirements).

Section 2 Factor 2 - Management Approach, Sub-factor 1 Management Plan

► Paragraph (d) Subcontract Management is deleted.

► The following phrase has been added to the being of paragraph (f) Reports:
called for in PWS section 3.14

► The following paragraphs have been added:

(k) Computerized Maintenance Management Systems. Discuss their ability to utilize the CMMS system as required by PWS section 3.17. . In addition, discuss how the system will be used to document all contract work.

(l) Work Performance, Coordination and Scheduling. Discuss offeror scheduling procedures to demonstrate an ability to comply with the requirements at PWS section 3.20

(m) Historical Preservation. Identify management procedures designed to assure compliance with the historical preservation requirements. listed in PWS section 3.21.

Section 2, Factor 2 - Management Approach, Sub-Factor 2 - Quality Control Plan

► The last sentence of the second paragraph is deleted and replaced with the following:

QCP Service Provider shall identify all on-site personnel who will be performing routine QCP inspections by position title and type of inspection each shall perform. All QCP inspections shall be performed by supervisory personnel or work leaders

Section 2, Factor 2 - Management Approach, Sub-Factor 3 - Phase-in Plan

► The paragraph for Sub-Factor 3 - Phase-in Plan has been replaced with the following:

Discuss all requirements contained in PWS section 3.11. Attach the offeror's Phase-in Plan developed specifically to prepare for the full delivery of services to meet the requirements of this solicitation. The plan shall include milestone charts and address all of the requirements in PWS paragraph 3.11.1. Discuss how phase-in inspections will be performed and the criteria to be used to determine existing conditions and deficiencies.

Address how the correction of deficiencies will be staffed, scheduled, and performed. The plan shall have sufficient detail to identify all phase-in actions, documentation, and staffing proposed to prepare the workforce to assume full operations at the end of the phase in period.

Section 2, Factor 2 - Management Approach, Sub-Factor 5

► Section L.11.3.2, Section 2, Factor 2 - Management Approach Sub factor 5, no. f. and Tables 1 and 2 are deleted.

Section 3 - Staffing Plan

► The opening paragraph of Section 3 - Staffing Plan is deleted and replaced with the following:

The Staffing Plan should provide insight into the offeror's staffing approach to the stated PWS requirements contained in PWS section 3.6 to insure successful mission performance throughout the life of this contract. It shall also give the Government insight into the offeror's ability to staff, manage, and schedule personnel to meet all requirements of this contract. The staffing plan shall reflect the staffing identified in Attachment L-3 and the Detailed Staffing Proposal required as part of Technical Plan.

► Paragraph (iv) Specialized Equipment Maintenance is deleted and replaced with the following:

- (iv) **Specialized Equipment Maintenance.** Identify the person and or firm(s), if subcontracted, that will perform the specialized equipment maintenance. Provide evidence that the proposed individuals and/or firms currently have the required manufacturer's certification.

L.11.3.3. Cost/Price Proposal – Volume III

► L.11.3.3. Cost/Price Proposal – Volume III has been replaced by the following:

COST/PRICE PROPOSAL

Each hard copy of the offeror's price proposal shall be in a loose-leaf, 3 ring binder. One original and two hard copies of the price proposal shall be provided along with three copies on 3 ½" floppy disks or CD-ROM disks in Microsoft Excel (2000 version or higher), or Microsoft Word for the text portions of the price proposal. The Government shall also include the price estimate electronically prepared in the most current COMPARE software version as of the proposal submission date. The MEO shall provide three hardcopies of their price proposal. The MEO shall provide any supplemental pricing data in Microsoft Excel (2000 version or higher) or Microsoft Word for the text portions of the price proposal. Some costs are calculated outside of the COMPARE software and manually entered into the program. To the extent that these costs (e.g., overtime and other labor premium costs, minor items, travel, and subcontracts) are proposed, additional spreadsheets shall be prepared to comply with the instructions below and submitted with the MEO's price proposal. The MEO needs to provide support for its proposed administration costs for the IDIQ work maximum potential award of \$2 million for

evaluation purposes. Supporting documentation needs to be provided to support this calculation for the Basic and Four Option years.

The MEO shall submit a copy of its certified Standard Competition Form (SCF) and also the password to access its electronic COMPARE files.

1. General

These instructions are intended to assist in submitting information other than cost or pricing data that is required to substantiate price reasonableness and cost realism of the offeror's proposed price. Certified cost or pricing data is not required but in accordance with FAR 15.403-3, Requiring Information Other Than Cost or Pricing Data, the Contracting Officer may request additional information other than what is provided in the cost proposal. The offeror's cost proposal shall be prepared and submitted in accordance with the following requirements. The format and content requirements provided herein apply equally to both the prime contractor as well as any subcontractors/team members/consultants. Any inconsistency, whether real or apparent, between promised performance and estimated cost should be explained in the proposal. Any significant inconsistency raises a fundamental issue of the offeror's understanding of the nature and scope of the work required and the ability to perform the contract, and may be grounds for rejection of the proposal. The burden of proof as to the reasonableness and the realism of proposed costs and prices rests with the offeror.

2. Pricing Information

The cost proposal shall contain a detailed breakdown of all costs and a complete and traceable description of all costs. Supporting schedules must fully identify the costs that comprise the individual CLIN and Sub-CLIN prices. The individual cost elements must be clearly traceable to the individual CLIN and Sub-CLIN prices. A detailed description of the basis of the costs shall be described and supporting data for the proposed costs provided and/or described as appropriate to support price reasonableness and cost realism. Sufficient information should be provided in an offeror's price proposal to allow comparison to an offeror's technical proposal to assist in substantiating cost realism. The cost proposal shall include subtotals and totals for costs within a contract period when applicable and for each contract period. Completed Section B, Supplies or Services and Prices/Costs, shall be included in the cost proposal. In addition to including completed Section B tables, the attached Pricing by Contract Line Item Number (CLIN) shall be included by completing Figure L-4 for the Base Period, each Option Year and Phase-In Period. Furthermore, L-5 SUM should be completed for the totals of the Sub-CLIN for each site for the Base Period, each Option Year and Phase-In Year. Finally, the

Sub-CLIN pricing sheets should be completed (Figure L-5 through L-10) for each of the five major tasks (On-Site Project Management, Facility Operations, Building System Water Treatment, Basic Service Calls and Preventative Maintenance) for the

Base Period, all Option Periods and Phase-In Period for each of the six sites. These schedules are required of all offerors including the MEO. Additional cost schedules should be provided as necessary and as determined by the offeror to meet the pricing requirements described in these pricing notes and to provide the necessary information and support for the offeror's cost proposal.

- (a) All Service Providers must provide support of the proposed price for the Administration Costs associated with the placement, evaluation and administration for all the tasks orders issued under the authority of Performance Work Statement paragraph 4.3 for all combined sites for a potential maximum IDIQ amount of \$2 million for evaluation purposes. All factors for each indirect rate and/or any material handling needs to be identified by individual cost element and any applied profit with supporting documentation. Proposed pool and base information for all indirect factors showing actual rates incurred in the past, approved DCAA rates, if applicable and a budget for the proposed indirect rates for Base and Four Option Periods.

3. Instructions for Individual Cost Elements

The supporting data submitted must be the data used by the offeror for pricing and that firmly and fully supports price reasonableness and cost realism of the offeror's proposed costs and prices. Most of the supporting data referenced below is mutually exclusive depending on how proposed costs are derived by the offeror. The referenced supporting data are some of the most common examples and are not all inclusive. Any of the below instructions that directly conflict with the requirements of OMB Circular A-76 are to be ignored by the MEO.

(a) Labor Rates

The base unloaded labor rate and each individual loading factor should be separately identified. Provide supporting rationale and methodology used for labor rate development. For non-Service Contract Act (SCA) labor rates, attach supporting data for the labor rates. Include documentation from DCAA or other cognizant Government audit office if proposed labor rates are approved forward pricing rates. Alternatively, if documentation is not available, provide the name of the audit office, contact person, and telephone number for verification of the labor rates. Provide copies of payroll records, acceptance letters with agreed-to salaries for contingent hires, historical labor rate data, or other supporting data as appropriate. Address any uncompensated overtime that may be included in the labor rates. A narrative justification of the reasonableness and realism of labor rates should be provided if necessary.

Employees may be exempt from the SCA if they are employed in a bona fide executive, administrative, or professional capacity as those terms are defined in 29 C.F.R. Part 541 and FAR 22.1001. Offerors shall identify whether each staffing position is exempt or non-exempt and the level and title of the labor category for non-exempt categories. Even though the MEO in-house personnel are not subject

to the Service Contract Act, its personnel are subject to the Fair Labor Standards Act which provides for similar labor classifications of exempt and non-exempt employees and escalation.

Do not escalate or provide any contingencies for those labor classifications that are subject to the SCA per FAR 52.222-41. See FAR 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Options Contracts) for allowances and adjustments to the SCA labor rates. Identify in your cost proposal which labor classifications will fall under the SCA. Only escalate the exempt rates for the option years. The General schedule (GS) salary table is in effect for the calendar year while the Federal Wage System (FWS) pay table is effective for twelve months beginning in any month of the year. Inflation factors are to be applied on the anniversary date of the Wage Determination in question. While for GS employees this means that the inflation factors are applied in January of each year (because GS pay schedules are adjusted in January; for FWS employees the inflation factors are applied on the anniversary of the FWS Wage Determination).

(b) Burden and Indirect Rates

Provide a table identifying all proposed burden and indirect rates and associated cost centers. Identify the fiscal year-end date. If the rates are blended rates, also show the proposed rates by offeror fiscal year. If available, provide supporting documentation from the cognizant Government audit agency if the rates are approved forward pricing rates, or from the Administrative Contracting Officer if appropriate. Identify the cognizant Government audit office, the name of a contact if known, and telephone number. Otherwise, provide supporting rationale and methodology used for indirect rate development. Provide historical rates for the most recently completed two fiscal years. Provide budgetary data if budgetary data was used in computing the rates. Show the composition of each burden and indirect expense pool proposed. List the elements of each pool, amount of each element, base, rate and include any other supporting data which supports the computation of the rates and the realism of the rates. Identify the bases that the indirect rates are applied to. Offerors must support the realism of newly formulated burden and indirect rates.

(c) Subcontractors and Consultants

Include a listing of subcontractors. The proposal shall include subcontract cost data in the same level of detail as required for the offeror. Subcontracting costs shall be supported. In accordance with the Federal Acquisition Regulation (FAR) Part 15, it is the responsibility of the prime contractor and higher-tier subcontractor (if applicable) to review and evaluate the reasonableness and realism of subcontract cost data and furnish the results of such review and evaluation to the government as part of the offeror's cost proposal. Include these analyses as part of your own price proposal submissions including data other than cost or pricing data submitted by

subcontractors for dollar amounts that meet the dollar threshold as described in FAR Part 15.404-3. Subcontractors not willing to submit data to the prime contractor may submit this data directly to the Government, or the data may be submitted to the prime contractor in a sealed envelope to forward to the Government. Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions priced on the basis of adequate price competition. If applicable, provide a detailed listing of consultants and rationale for selection. Identify the corresponding labor category for each proposed consultant. Include your analysis that establishes the reasonableness of the proposed hourly rates for consultants.

(d) Equipment and Materials

Provide a consolidated priced summary of individual quantities proposed and the basis for pricing (vendor quotes, invoice prices, purchase order, etc.). For all items proposed, identify the item and show the source, quantity, and price. A detail description of the basis of pricing and the determination of reasonableness should be provided. For those items based on competition, provide data showing the degree of competition and the basis of selection. For other items, provide the basis for establishing the source and reasonableness of price.

(d) All Other Costs

Identify the type, quantities, prices and amount of all other costs not identified above. Provide data showing the basis for establishing source and reasonableness of price. Provide a summary of your cost or price analysis.

(e) Escalation

Address all escalation rates used to prepare the price proposal broken out by year and functional category. Explain how the escalation was applied or calculated

6. Additional IDIQ pricing instruction

All costs associated with the placement, evaluation and administration for all task orders issued under the authority of Performance Work Statement paragraph 4.3 and Section I Clause I.3 – “52.216-18 ORDERING (Oct 1995)” are to be included in the Firm Fixed Price effort. The cost estimates for all costs to administer the estimated IDIQ work must be identified by individual cost element and any applied profit with supporting documentation. All factors for each indirect rate and any material handling need to be identified separately to support the anticipated task orders under the IDIQ portion of the work. When future task orders are issued no pass through cost and profit will be allowed on these orders. The task orders will be agreed upon costs for subcontracting costs, direct material costs and/or direct labor costs by the contractor only with no loading factors.

7. FAR 9.1 Responsible Prospective Contractors

For financial capability determination, the offeror shall submit as part of its price proposal, its certified financial statements for the two prior fiscal years and the current year-to-date statements. If the offeror is a partnership or joint venture, each of the companies that make-up the offeror shall submit its certified financial statements for the two prior fiscal years and the current year-to-date statements. The financial statements shall include, as a minimum, Balance Sheet, Income Statement, Statement of Cash Flows, and related explanatory notes. If the offeror does not have certified financial statements, compiled or reviewed statements shall be submitted. Additionally, each offeror shall provide sources of capital, e.g., lines of credit, corporate capital infusion, etc. Detail information should be submitted on lines of credit to include the name of the financial institution, total amount, amount outstanding, and name and telephone number of a contact at the financial institution.

Section L.12,

► Section L.12, the bullet participation of small disadvantaged business is deleted.

L.14 LIST OF ATTACHMENT IN SECTION L

► The following has been added:

4. Attachment s L-4 thru L-10 Internal Revenue Service Pricing Instructions

ATTACHMENT L-2 Past Performance Questionnaires

► Question 24 is deleted and replaced with the following:

24. Facilities has 10,000 square feet or greater of mini or mainframe computer room space in one building

► Question, number 45, is correctly renumber to number 47 and replaced with the following:

45. Has the referenced contract provided by this contractor demonstrate their proficiency in maintaining, repairing, and operation of complex building systems as the prime contractor as follows: a minimum type and sizes of complex building systems such as a Chiller plant with greater tan 1200 tons of capacity, central UPS systems greater than 200 KW, centralized building energy management and BAS systems, centralized emergency generators greater than 300 KW, similar CMMS systems as those to be furnished by the Government, high voltage electrical testing, building automation systems (for fire, HVAC, lighting, etc.), water treatment, and elevators, etc...?

► The following two questions are added:

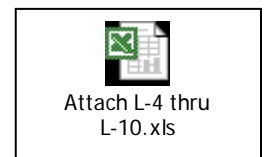
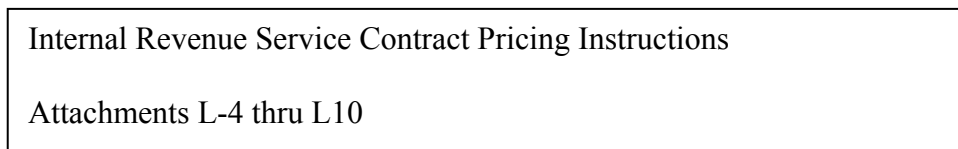
48. A Minimum of 2 locations with contracts requiring on-site 24/7 X 365 Operations and Maintenance
49. As a minimum, one historical building with a minimum of 200,000 square feet.

ATTACHMENT L-3, DETAILED STAFFING PROPOSAL

- ▶ The sixth heading for all DETAILED STAFFING PROPOSAL charts is changed from Total Labor Hrs to Total Labor Hrs/contract cost

Attachment s L-4 thru L-10 Internal Revenue Service Pricing Instructions

- ▶ Section L attachments have been added as follows:



M.5. TECHNICAL EVALUATION FACTORS, Factor 2 Management Approach, M.3, Subfactor 5, Element 2

- ▶ Subfactor 5, Element 2, is deleted in its entirety.

M.8. EVALUATION PROCEDURES FOR THE FACTOR OF PRICE

- ▶ The second and third paragraphs of Section M.8 following the Price Analysis bullet and removed and replaced with the following:

The cost estimates for all costs to administer the estimated IDIQ work will be evaluated by individual cost element and applied profit for cost reasonableness. Moreover, the costs associated with the administration of the IDIQ work for the MEO must be captured in its COMPARE Line 1-- Personnel Cost.

- ▶ The second sentence of the third paragraph has the phase “adiministive costs for the” added as follows:

The evaluated price for both the private sector contractors and the MEO will consist of the Firm Fixed Price (FFP) for basic services plus the administrative cost for the maximum IDIQ dollars specified in the solicitation.